

14 SEP 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

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SUBJECT: OIS Weekly Report (7-13 September 1983)

Office of the Director

* The Director and Deputy Director of Information Services along with the Chiefs, RMD and Information Technology Branch (ITB)/RMD met with the Executive Director on 13 September to present a briefing on TRIS and discuss plans and support requirements anticipated for the future. The Executive Director expressed surprise at the wide-ranging scope of the project, delight at the amount of work accomplished to date, and exhorted the members present to speed up efforts on the program with every expectation that they would have his complete support to aid in advancing the program in the future.

Classification Review Division

The Department of State is using contract annuitants to assist in the classification review of Intelligence Community documents. The contract officers have been visiting CRD to assist in the review for declassification of NIEs, SNIEs, and other such documents which require Community coordination.

CRD personnel reviewed 200 documents (420 pages) for NARS, 11 (36 pages) for the Defense University, and two (78 pages) for IPD; 16 Summaries of Agency Employment (22 pages), two manuscripts (148 pages) for PRB, and 34 miscellaneous documents (81 pages) during this reporting period.

Records Management Division

* The DCI has asked the Agency Historian to determine if public access to OSS records should still be restricted. Chief, RMD and other Division members met with the Historian to discuss the status. There are 3,000 linear feet of declassified records stored at the Agency Archives and Records Center (AARC) and 198 feet in the custody of NARS. These records essentially are unavailable for historical research because of names which cannot be released without approval of the persons involved. The DDO is the executive agent responsible for the OSS records and RMD is responsible for transactions with NARS related to any change in restrictions or further transfer of OSS records.

A member of ITB briefed the Office of Training and Education (OTE) class on Records for Agency Personnel relative to TRIS. While this was the first such presentation, others are expected to be made at future offerings of the course.

In a continuing survey of component registries regarding TRIS requirements, members of ITB visited 12 registries to obtain views of their personnel on TRIS. The data collected is now being analyzed.

The Office of Research and Development (ORD)/DS&T is interested in relocating ADP equipment from its Media Center to the ORD Registry area. This equipment provides support to Agency components in the Rosslyn area. The DS&T Records Management Officer requested that RMD personnel study the impact of this move on ORD Registry operations. An internal ORD memo will be written, per RMD's suggestion, outlining the affect of such an action on the registry, records management and FOIA operations in terms of space and noise problems, uncleared personnel access, and maintenance requirements. A final decision will be made by ORD management.

The Agency Forms Control Officer (a member of the Records Systems Branch) discussed the requirements of the Intelligence Community Staff (ICS) for a new form to be used in requesting contract changes. ICS subsequently accepted the format proposed and the form is now being printed by P&PD.

At a meeting of the Association for Federal Information Resources Management, attended by an RMD representative, , Deputy Project Manager of a task force involved in the President's Private Sector Survey on Cost Control, described the capability of the Government to manage its information resources and the problems it must overcome to modernize the procedures and equipment. His task force presented three principal recommendations:

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1. Set up a Federal Information Resources Manager (IRM).
2. Require agencies to assign this job to an executive with experience and training in information resources management.
3. Set up an Information Steering Committee to assist in the procurement of ADP equipment.

AARC personnel keyed 1,376 entries into ARCINS and serviced 1,481 requests for records during the past week.

Regulations Control Division

RCD currently is processing a total of 119 jobs which include seven new and revised proposals, 16 in active negotiation and coordination, ten prepared for printing by P&PD, and 12 issuances published.

Information and Privacy Division

A separate report is attached.

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Attachment:
As stated

EX0/OIS (14 Sep 83)

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